

3 March 1961

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Comments on [REDACTED] memo of 24 February 1961  
re: Document Control Files.

25X1A9a

1. It is enthusiastically agreed that the control for procedures should be centralized, and any additions to these procedures or changes therein should be approved by this control point.
2. It seems to me it is essential to insure that the Selection Section does not become a bottleneck. In order to do this the section must be able to categorize some 24,000 documents a month by selecting at a rate of 1,100 documents per day. This can be accomplished only by setting forth the specific decisions to be made by Selection, or to put it another way, to place these 1,100 documents a day into one of several categories. These categories are: a. Code b. Nodex c. IPI d. Ly/SO.
3. There should be within these major categories, breakdowns such as:
  - a. Code
    1. Regular batch
    2. V Batch
    3. X Batch
  - b. Nodex
    1. Regular Nodex
    2. Nodex-M
    3. Special Nodex-M
  - c. IPI
  - d. Ly/SO

-2-

As a result we see there is a choice of one of 8 decisions to be made by Selection Officers. It seems these 8 decisions may be regarded as groups or batches. Having made this selection the material, document by document, is placed in the sorting bins and removed by personnel in the Batching Unit.

4. It is obvious that the placement of documents in these categories by Selection Section will be done to a great extent dealing first with one source and then another. As a result a ~~machine~~ listing by document series and or source would be necessary for use by the Selection Section. I regard this, however, as a by-product of having to select all items into 8 categories. In substance I recommend that our master file be made up of procedures for handling a category of material rather than being made up of procedures describing the handling by primary and secondary Sources. If the former were done each of the 8 categories or procedures would be made up describing the steps taken by each activity such as Incoming, Selection, Batching, Filming, Coding and Typing.

5. In conclusion, these 8 procedures should emanate from one authority and changes thereto should be made only by that authority. The listing ~~of~~ either manually or by machine, of documents by source or series title or identification numbers into each of these 8 categories should also be done by one authority.

 25X1A9a  
Chief, Control Branch

Distribution:

Orig. & 1 - Addressee  
1 - CB  
1 - Chonro